

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Planning Officers Conference Report

FROM:

Chief, Management Staff, DDA  
7D18 Hqs

EXTENSION

NO.

DD/A 80-1760/2

ATE

23 OCT 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics

27 OCT 1980

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OL/PIPS

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OL 0 4831

DD/A 80-1760/2

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]  
Chief, Management Staff, DDA

SUBJECT: DDA Planning Officers Conference Report

1. The Planning Officers from each of the DDA offices met recently [REDACTED] in a conference setting. [REDACTED] was the OL representative, and [REDACTED] gave an excellent briefing on the OL Long-Range Plan and planning process. A list of the conferees is attached. (C)

2. In bringing this group of people together, we wanted:

- To bring the planning officers up to date on current Agency-level planning activity;
- To clarify outstanding questions on Agency, Directorate, and Office planning processes and their interrelationships;
- To provide information on Office-level long-range planning processes--both current activities and planned initiatives;
- To provide a sounding board for suggestions, criticisms, and comments regarding the Directorate Planning Process; and
- To discuss planning terms in general and establish some uniformity in terminology for planning discussions in the Directorate.

We feel that we did what we set out to do, and in the process provided some valuable interoffice communication as well. (U)



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3. Several action items for the Management Staff resulted from the conference. We will:

- Provide the offices, where applicable, with copies of the EXCOM issue papers which are developed by the task forces supporting the Agency-level planning activity;
- Examine the value of sponsoring a January 1981 conference with the objective of examining the interrelationship between planning and budgeting functions at Office, Directorate, and Agency level; and
- Reexamine the action plan form for quarterly management conference reporting for possible restructuring. (U)

4. We appreciate your making time available for your planning personnel so that they can attend our conference. We think everyone benefited from the sharing of ideas and problems and hope you agree.



25X1

Attachment: A/S

